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12 DEC 1953

MEMORANDUM FOR: Chief, General Services

SUBJECT: Records Management Officer Positions

1. It has come to my attention that the position of Records Management Officer, GS-11, Administrative Services Branch, OTR, is not encumbered.
2. The Records Management Program of the Agency is a responsibility of the Chief, General Services. The purpose of this memorandum is to indicate that you, with the advice of your Career Service Board, have responsibility for selecting employees to be assigned to this specialized position and to similar positions throughout the Agency.

FOIAb3b

[REDACTED]
L. K. WHITE
Acting Deputy Director
(Administration)

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23 Dec.
- Wed - 10:00 A.M.
" 23 Dec 2 PM

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